
TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME III - HEALTH CARE FACILITIES DESIGN AND CONSTRUCTION
PART 21 - DESIGN CRITERIA AND STANDARDS

**CHAPTER 21-15 SECURITY LEVEL SELECTION FOR USE IN THE DESIGN
OF NEW FEDERAL FACILITIES**

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21-15.1 INTRODUCTION

- A. PURPOSE - The purpose of this chapter is to provide the designer of a new facility with a guideline for selecting a security level and design standards. The designer is expected to review each of the standards for applicability and extent of the application.
- B. BACKGROUND - The day after the April 19, 1995, bombing of the Alfred P. Murrah Federal Building in Oklahoma City, Oklahoma, the President directed the Department of Justice (DOJ) to assess the vulnerability of federal office buildings in the United States, particularly to acts of terrorism and other forms of violence. Because of its expertise in court security, the United States Marshals Service (USMS) coordinated this study. The USMS proceeded with this study along two tracks: 1) the development of recommended minimum security standards in light of the changed environment of heightened risk, and 2) the surveying of existing security conditions.

21-15.2 GUIDELINES

- A. GUIDELINE - The recommended minimum security standards based on the guidelines published by DOJ Vulnerability Assessment of Federal Facilities, dated June 28, 1995, are a set of standards that can be applied to various federal facilities. The USMS recommended five levels of security; classifying each level of security by the number of employees, size of facility, and the volume of public contact (See Appendix A). These recommended security standards cover the subjects of perimeter, entry, interior, and security planning of a facility (see Appendix B). Items that are not required by this DOJ report may be required and desired by others, including JCAHO, etc.

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B. DESIGN CRITERIA

- (1) Security levels I and II shown on Appendix A are applicable for all new IHS construction projects, and the minimum recommended security standards which must be included in the design requirements are as follows:
 - a. Perimeter Security
 1. Provide adequate lighting for facility parking areas;
 2. Provide control of facility parking areas; and
 3. Provide all outside lighting of facility and facility parking areas with emergency power backup.
 - b. Facility Entry Security
 1. Provide an intrusion detection system with central monitoring capability;
 2. Provide fire detection, fire suppression, and others based on the current life safety standards; and
 3. Provide high security locks on all exterior doors.
 - c. Interior Security
 1. Provide security locks to all utility areas; and
 2. Provide emergency power to critical systems such as alarm systems, radio communications, computer facilities, and others.
- (2) Security levels III, IV, and V are not applicable to new IHS new construction programs, even though the number of employees and size of facility exceed level III standards. IHS opted not to exceed security level II.

21-15.3 REFERENCE STANDARDS

The Department of Justice's document, Vulnerability Assessment of Federal Facilities dated June 28, 1995, addresses two parts; 1) security of existing facilities, and 2) recommended minimum security standards and application to security levels of federal facilities. This chapter only addresses Part 2 of that document.

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APPENDIX - A

United States Marshals Service (USMS) Classification Table
Recommended Levels of Security

Security Level	Employees	Square Meter (m ²)	Public Contact	Remark
Level I	10 or less	230 or less	Low volume public contact	Small Store Front type operation, such as recruiting office.
Level II	11-150	230-7430	Moderate volume public contact	Routine activities, similar to commercial activities.
Level III	151-450	7430-13 930	Moderate/High volume public contact	Law enforcement agencies, court, or gov. archives, multi-tenant.
Level IV	over 450	more than 13 930	High volume public contact	High risk law enforcement agencies, judicial offices, gov. records.
Level V	over 450	more than 13 930	High	Such as Pentagon or CIA.

NOTE:

- a. Security level recommended for new IHS construction projects:
 - 1. LEVEL I - DENTAL OR HEALTH STATION,
 - 2. LEVEL II - HOSPITAL, HEALTH CENTER, OR QUARTERS COMPLEX.
- b. NOT APPLICABLE TO IHS: LEVELS III, IV, AND V

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APPENDIX - B

RECOMMENDED SECURITY STANDARDS CHART
FOR NEW IHS CONSTRUCTION PROGRAMS

Legend: ▲ - Desirable; ○ - Standard Based on Facility Evaluation ● - Minimum Standard; ■ - Not Required by DOJ Report ONLY LEVELS I & II ARE APPLICABLE TO IHS CONSTRUCTION PROGRAMS					
A. PERIMETER SECURITY	L	E	V	E	L
(1) PARKING	I	II	III	IV	V
Control of facility parking.	●	●	●	●	●
Control of adjacent parking.	■	■	■	○	○
Avoid leases where parking cannot be controlled.	■	■	■	▲	▲
Leases should provide security control for adjacent parking.	■	■	■	▲	▲
Post signs and arrange for towing unauthorized vehicles.	■	■	■	●	●
ID system and procedures for authorized parking (placard, decal, card key, etc.).	■	■	■	●	●
Adequate lighting for parking areas.	●	●	●	●	●
(2) CLOSED CIRCUIT TELEVISION (CCTV) MONITORING					
CCTV surveillance cameras with time lapse video recording.	■	■	■	●	●
Post signs advising of 24 hour video surveillance.	■	■	■	●	●
(3) LIGHTING					
Lighting with emergency power backup.	●	●	●	●	●
(4) PHYSICAL BARRIERS					
Extend physical perimeter with barriers (concrete and/or steel composition).	■	■	■	○	○
Parking barriers.	■	■	■	○	○

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B. ENTRY SECURITY					
(1) RECEIVING/SHIPPING	I	II	III	IV	V
Review receiving/shipping procedures (current).	■	■	■	●	●
Implement receiving/shipping procedures (modified).	■	■	■	●	●
(2) ACCESS CONTROL					
Evaluate facility for security guard requirements.	■	■	■	●	●
Security guard patrol.	■	■	■	○	○
Intrusion detection system with central monitoring capability.	●	●	●	●	●
Design to current life safety standards (fire detection, fire suppression systems, etc.).	●	●	●	●	●
(3) ENTRANCES/EXITS					
X-ray & magnetometer at public entrances.	■	■	■	○	●
Require x-ray screening of all mail/packages.	■	■	■	●	●
Peep holes.	■	■	■	■	■
Intercom.	■	■	■	■	■
Entry control w/CCTV and door strikes.	■	■	■	■	■
High security locks.	●	●	●	●	●
C. INTERIOR SECURITY					
(1) EMPLOYEE/VISITOR IDENTIFICATION					
Agency photo ID for all personnel displayed at all times.	■	■	■	●	●
Visitor control/screening system.	■	■	■	●	●
Visitor identification accountability system.	■	■	■	●	●
Establish ID issuing authority.	■	■	■	●	●
(2) UTILITIES	I	II	III	IV	V

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Provide security locks to prevent unauthorized access to utility areas.	●	●	●	●	●
Provide emergency power to critical systems (alarm systems, radio communications, computer facilities, etc.).	●	●	●	●	●
(3) OCCUPANT EMERGENCY PLANS					
Examine occupant emergency plans (OEP) and contingency procedures based on threats.	■	■	■	●	●
OEPs in place, updated annually, periodic testing exercise.	■	■	■	●	●
Assign & train OEP officials (assignment based on largest tenant in facility).	■	■	■	●	●
Annual tenant training.	■	■	■	●	●
(4) DAYCARE CENTERS					
Evaluate whether to locate daycare facilities in buildings with high threat activities.	■	■	■	●	●
Compare feasibility of locating daycare in facilities outside locations.	■	■	■	●	●
D. SECURITY PLANNING					
(1) INTELLIGENCE SHARING					
Establish law enforcement agency/security liaisons.	■	■	■	●	●
Review/establish procedure for intelligence receipt/dissemination.	■	■	■	●	●
Establish uniform security/threat nomenclature.	■	■	■	●	●
(2) TRAINING					
Conduct annual security awareness training.	■	■	■	●	●
Establish standardized unarmed guard qualifications/training requirements.	■	■	■	●	●
	I	II	III	IV	V

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Establish standardized armed guard qualifications/training requirements.	■	■	■	●	●
(3) TENANT ASSIGNMENT					
Co-locate agencies with similar security needs.	■	■	■	▲	▲
Do not co-locate high/low risk agencies.	■	■	■	▲	▲
(4) ADMINISTRATIVE PROCEDURES					
Establish flexible work schedule in high threat/high risk areas to minimize employee vulnerability to criminal activity.	■	■	■	▲	▲
Arrange for employee parking in/near building after normal work hours.	■	■	■	○	○
Conduct background security checks and/or establish security control procedures for service contract personnel.	■	■	■	●	●
(5) CONSTRUCTION/RENOVATION					
Install mylar film on all exterior windows (shatter protection).	■	■	■	●	●
Review current projects for blast standards.	■	■	■	●	●
Review/establish uniform standards for construction.	●	●	●	●	●
Review/establish new design standard for blast resistance.	■	■	■	●	●
Establish street set-back for new construction.	■	■	■	●	●